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**STATEMENT OF MISSION, ORGANIZATION, FUNCTIONS AND POLICIES
OF THE OFFICE OF SECURITY**

A. MISSION

The Director of Security is charged with the preparation and the execution of the Agency's security program and with the performance of security inspection functions.

B. ORGANIZATION

1. As a means toward carrying out the assigned mission of the Director of Security, the Office of Security has been organized into five Staffs and two major operating components.
2. The Director of Security has a Deputy Director of Security who assists him in the direction of the office as a whole and who acts for him in his absence. In addition, he has a Deputy Director for Personnel and Physical Support who is in charge of one of the major operating components of the office and a Deputy Director for Investigations and Operational Support who is in charge of the other major operational component. There are an Executive Officer, a Policy Staff, an Alien Affairs Staff, a Security Research Staff, an Inspection Staff and an Administration and Training Staff.

C. FUNCTIONS

1. The Deputy Director for Personnel and Physical Support supervises and directs the operations of the Personnel Security Division and the Physical Security Division.

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a. Personnel Security Division

- (1) Determines the investigative requirements for staff employment and other overt type cases and approves the reports of such investigations and issues security clearances or recommends disapproval.
- (2) Conducts interviews by means of general and special interrogation techniques.
- (3) Controls and guides Agency personnel in connection with engagement in outside activities such as speeches, writings, foreign travel, etc.
- (4) Maintains complete personnel security files of staff employees and overt consultants and contacts.

b. Physical Security Division

- (1) Develops, operates and maintains all physical security measures for CIA Headquarters installations.
- (2) Conducts security inspections and special surveys of domestic and foreign installations.
- (3) Plans and maintains continuing supervision of safety measures.
- (4) Conducts positive and counter technical measures; tests and prepares equipment therefor and conducts training in the techniques.

2. The Deputy Director for Investigations and Operational Support supervises and directs the Security Support Division of the Office of Security.

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a. Security Support Division

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(2) Investigates and appraises the security acceptability and issues clearances and recommends approvals for the use of "covert" personnel.

(3) Maintains complete personnel security files of a "covert" nature.

3. Executive Officer assists the Director of Security in the policy planning and administration of the Office of Security and its security program; guides and coordinates the various components of the office in their operations; and represents the Director of Security in coordinating with other offices of the Agency and by membership on various boards and committees.

4. Policy Staff devises security policies including security regulations and staff studies for the Director of Security; furnishes security guidance to Agency components on the dissemination of classified material and other security problems of a policy nature; and represents the Agency and the Director of Security on various inter and intra Agency security committees.

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5. Security Research Staff carries on a continuing counter intelligence program aimed against the penetration of CIA by foreign intelligence organisations. Researches on unusual, unorthodox or sensitive measures of interrogation, such as brainwashing, etc. Maintains special liaison with other security units
6. Alien Affairs Staff negotiates, coordinates and makes arrangements with Department of Justice and Department of State for entry into the United States, custody while in the United States and eventual disposition of aliens of interest to CIA.
7. Administration and Training Staff provides administrative and training support for all activities of the Office of Security.
8. Inspection Staff conducts special inspections as directed by the Director of Security.

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D. GENERAL POLICIES GOVERNING OFFICE OF SECURITY OPERATION

1. Relation with Other Components of CIA

- a. Although the Office of Security is placed within the sphere of jurisdiction of the Deputy Director (Support), the Director of Security has complete freedom of direct access to the Director of Central Intelligence and all of the other offices of the Agency. This is a necessary arrangement because so many matters handled by this office are of an extremely sensitive nature requiring direct contacts and consultations on a strict need-to-know basis.

2. Basic Security Responsibilities

- a. The Director of Security is responsible for the over-all security of the Agency. He establishes standards, regulations, controls

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and guides for the secure operation of the Agency. The head of each major component or office is basically responsible for the secure operation of his component or office within the framework of the established Agency security regulations and policies.

- b. In order to assist the heads of other offices and overseas stations, the Director of Security supplies professionally trained and experienced security officers on two year rotational assignments to serve directly under such office or station heads where the operational requirements justify a specially designated professional security officer.

3. Security Clearance Policies

- a. The basic principle of security is that no one is employed or used in any capacity until security cleared by the Office of Security.
- b. There are three categories of operations for which security clearances are issued as follows:
 - (1) Headquarters U.S. - Staff type - overt - TS clearance for use anywhere.
 - (2) Headquarters or overseas - semi-covert - TS clearance used overseas.
 - (3) Overseas - covert - security clearance is tailored for the work to be performed and its degree of relationship to the Agency.
- c. Security clearance decisions are based on all information developed from full investigations and polygraph for all overt and semi-covert applicants, and on investigation and polygraph as indicated for covert employees.

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- d. All disapprovals of security clearances are personal decisions of the Director of Security who is permitted flexibility of judgement in applying the standards for security acceptability.
 - e. All cases of a doubtful or border-line nature, in which a question arises during the security appraisal or in which a recommendation for disapproval is made during its appraisal, are referred for the personal consideration and the decision of the Director of Security.
 - f. Heads of major components or offices have the right of appeal from a security decision either to the Director of Central Intelligence or by consideration at the Deputy Director level.
4. Policy of Privacy of Investigative Information
- a. All investigative material is considered sensitive and of a highly confidential nature and as such is restricted to key employees of the Office of Security. Investigative files are available to the Director of Central Intelligence and the Deputy Director of Central Intelligence. Investigative files may be made available to the Deputy Directors and the Inspector General in specific cases with which they are concerned.
 - b. In addition, more restrictive controls are exercised over "covert" security files in that the personnel within the Office of Security to whom they are accessible is even further limited. Certain Division and Staff Chiefs of the Office of Security having no "need-to-know" by virtue of their functions and responsibilities are not permitted access to these files.

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- c. In reciprocal arrangements with other security agencies from whom investigative information is obtained, this office discloses basic investigative reports only, contained in its files when requested.

5. Polygraph Policy

- a. Files containing polygraph information are separated from the general investigative files and are maintained in a most restricted category on an "Eyes Only" basis available outside of the Security Division only to the Director or Deputy Director of Security. Polygraph interviews are considered similar to the information elicited through a medical consultation and the "Hippocratic" nature of this information is strictly maintained.
- b. The polygraph interview is considered to be an entrance on duty procedure but it is not held until the applicant is officially entered on duty. Each subject is briefed on the reason for the use of the polygraph and no final decision on a disapproval is made solely on the unsubstantiated results of a polygraph reading.



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6. Policy on Personal and Quasi-Administrative Matters.

- a. The Director of Security operates on an "open door" policy, inviting telephone and personal calls and visits from any employee of the Agency. Wide personal contacts at all levels are of invaluable importance in connection with security administration. Frequent visits to other offices within the Agency by members of the Security Staff are encouraged.
- b. The protection of internal sources and confidences is an inviolate rule.
- c. Investigations of a quasi-administrative nature when performed by the Office of Security are of a fact finding character only and not punitive; they are referred to appropriate command channels for any action indicated.
- d. All security officials are encouraged to act in personal consultative roles when presented with the problems of employees. Their mission is to help employees in all ways when possible and proper and not to use a punitive approach. We have a heavy investment in employees and believe that it is our mission to protect and salvage them, if justified, when trouble arises. The problems of publicity and cover compromise make constant attention to personal problems essential. The Office of Security maintains a 24-hour coverage to handle security matters which may come up on non-duty hours.
- e. It is a rule of the Office of Security not to interfere with the private life of an employee unless his activities constitute a security risk.

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- f. As referred to above under Basic Security Responsibilities, each office head is basically responsible for the operation of his office and, as a corollary, each individual is charged with the responsibility of observing good security practices. This results in a responsibility for security through command channels to each individual.
7. Authority of the Director of Central Intelligence to Terminate Employment of any Officer or Employee of the Agency.
- a. Section 102c of the National Security Act of 1947 empowers the Director of Central Intelligence to summarily terminate the employment of any employee whose retention is not in the best interests of the United States. The DCI may at his discretion convene an Employment Review Board to advise him in this matter, but he is not bound by any recommendation or advice.
8. Career Policy
- a. A college degree or equivalent with prior investigative or security experience is becoming a basic requirement with few exceptions for entrance into professional security positions.
- b. The careers of all security employees are closely followed by the Director of Security personally with assistance from the Administration & Training Staff and Office Career Board which is composed of senior officers who meet on an average of every other week. Care is taken to avoid letting an individual, whether professional or clerical, get into a blind alley where progress is completely cut off, provided he has ability and potential. Continual training of all employees is emphasized.

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